



INTERNATIONAL CIVIL AVIATION ORGANIZATION
Fourth Meeting of AFI Region Directors General of Civil Aviation
(Ezulwini Valley, Swaziland, 8-9 November 2010)

INFORMATION BULLETIN

Meeting host: The Royal Government of Swaziland
Swaziland Civil Aviation Authority (SWACAA)
Tél: Address: D361, Gables, Ezulwini-Swaziland
Tél: +268 404 6711
Fax: +268 404 6694
E-mail: bonib@swacaa.co.sz

1. Venue of the Meeting

The plenary sessions of the meeting will take place at the Royal Villas Hotel, whose address is given below:

Royal Villas Hotel
Tél: +268 416 7035
Fax: +268 416 2072
E-mail: reservations@royalvillas.co.sz

2. Languages

The meeting proceedings will be conducted in English and French and simultaneous interpretation will be provided.

3. Opening Session

The opening session of the meeting will take place at the Royal Villas Hotel at 09h00 on Monday 8 November 2010 and all the subsequent sessions will also be held at the same venue. The provisional Agenda was attached to the letter of invitation.

4. Registration

Delegates are advised to pre-register by providing the following details to the ICAO Regional Offices of Nairobi, Kenya Email: icao@icao.unon.org Fax +254 20 7621092 or Dakar, Senegal icaowacaf@dakar.icao.int, Fax: +221 33 8236926; with copy to **Mr. Sabelo Dlamini**, Tel: +268 4046755, Fax: +268 4046694, Mobile: +268 76064276 E-Mail: sabelo@swacaa.co.sz; cc: wendy@swacaa.co.sz and bonib@swacaa.co.sz and nelisalawton@yahoo.com indicating:

- ❖ Name;
- ❖ Nationality;
- ❖ Passport number;
- ❖ Date and place of birth;
- ❖ Proposed date of arrival; and
- ❖ Proposed point of entry (Matsapha Airport).

Delegates can also pre-register on-line at:

http://www.icao.int/esaf/meetings/2010/ESAF_DGCA4/registration.htm

Delegates will also be able to register at the registration desk on the main floor of the Conference centre to be opened from 08h00 to 09h00 on Monday, 8 November 2010. Advance registration will be available on Sunday, 7 November 2010 from 18h30 to 20h30.

For security reasons, participants are requested to wear their identification badges at all proceedings and social functions.

5. Officers and Secretariat

The Secretary of the meeting is Mr. Geoffrey Moshabesha, ICAO Regional Director, ESAF Office. He will be assisted by, Mr. Amadou O. Guitteye, ICAO Regional Director, WACAF Office.

6. Hotels reservations

Delegates are requested to make their own hotel reservations directly with the hotels as soon as possibly before the commencement of the meeting **while mentioning the name of the meeting**. The list of Hotels is attached hereto. It is also requested that reservation and itinerary of delegates be copied to sabelo@swacaa.co.sz, copy: wendy@swacaa.co.sz, bonib@swacaa.co.sz and nelisalawton@yahoo.com.

7. Exhibition

A reserved space has been made available for those requiring exhibition. It is located in the hallway of the Royal Villas Hotel, and can be accessed directly.

8. Transportation

Arrangements are being made to ensure that ALL delegates are met on arrival at the Mastapha airport.

9. Exchange rate (as at 15 September 2010)

USD 1 = EMALANGENI 7.10 (equivalent to SA Rand.)

10. Medicare

Medical doctor services will be available at the venue throughout the meeting as follows:

1. Dr. Abdissa (SCAA Doctor) contact : Cellphone: +268 76409336
2. Dr. Ibrahim contact : Cellphone: +268 76059954

11. Electricity (at the Hotels)

240V / 50 Hz

12. Visa

Delegates should ascertain that the entry requirement for Swaziland as it applies to their respective member States is met, and where necessary, obtain a visa from the nearest Embassy or Consulate of Swaziland. Visa can be obtained upon arrival at Matsapha Airport.

13. Weather conditions

The temperature in Swaziland in November varies between 25 and 32 degrees centigrade.

14. Banking services

Travellers' cheques and currencies of most countries can be cashed at the commercial banks. International credit cards (Visa, Diners Club, MasterCard, and American Express) are accepted at the selected hotels for the conference.

15. Documentation

The meeting documents - Working Papers (WPs) and Information Papers (IPs) – will be posted on ICAO web sites: <http://www.icao.int/esaf> and <http://www.icao.int/wacaf>. Delegates are requested to come along with their laptops as this will be a paperless meeting.

Participants desiring to circulate any papers or literature are kindly requested to coordinate with the Secretary of the meeting.

16. WELCOME COCKTAIL

The welcome cocktail will be held at the Boma (Timbali lodge)

Date: 8 November 2010

Time: 17:30

Dress code: Smart Casual

17. FAREWELL DINNER

The farewell dinner will be held at the Royal Swazi Convention Centre

Date: 11 November 2010

Time: 19:00

Dress Code: Black Tie

Attachment : List of Hotels

EZULWINI VALLEY, SWAZILAND - LIST OF HOTELS/PRICES / LISTE DES HÔTELS/PRIX

No.	HOTEL	CLASS/ CLASSE	PRICE/ PRIX DES CHAMBRES	ADDRESS/ ADRESSE	FAX	PHONE	EMAIL
1.	Lugogo Sun	3 star	E845	P/Bag Ezulwini	+268 416 8803	+268 416 5274	siphesihle.mkhonta@suninternational.com
2.	Ezulwini Sun	4 star	E845	”	”	”	”
3.	Royal Swazi Sun	5 star	E1095	”	”	”	”
4.	Happy Valley Resort	4 star	E845	P.O.Box 5, Ezulwini	+268 416 1050	+268 416 1061	reservations@statushotelezulwini.com
5.	Royal Villas	5 star	E950 (King Suite)	P.O.Box 511, Ezulwini	+268 416 2072	+268 416 7035	mailto:reservations@royalvillas.co.sz
6.	”	”	E1150 (Queen Suite)	”	”	”	”
7.	”	”	E1150 (Std. Queen)	”	”	”	”
8.	”	”	E1450 (Std. Twin)	”	”	”	”
9.	Timbali Lodge	3 star	E770 (Std. Twin)	P.O.Box 1, Ezulwini	+268 4163253	+268 416 1156	timbali@realnet.co.sz
10.	”	”	E 850 (Luxury Room)	”	”	”	”
11.	”	”	E 930 (Exec. Queen)	”	”	”	”

**List of resource persons /
Liste des personnes de ressources :**

	Name/Nom	Contact
1 - 3	Siphesihle	+268 7605 2296
4	Phumi	+268 7623 9500
5 – 8	Voe	+268 7602 5013
9 - 11	Sibo	+268 416 1156